



# MINUTES

The Waterfront District BIA

## BOARD OF MANAGEMENT MEETING

Tuesday, December 1, 2020

INVITED: Jim Comuzzi, Chair  
 Peter White, Vice-Chair  
 Jordan Calonego, Treasurer  
 Suzan Cooper-Rochon, Director  
 Lora Northway, Director  
 John Murray, Director  
 Andrew Foulds, Councillor  
 Brennan Johnson, Recording Secretary  
 Kara Pratt, Coordinator

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper  
 Brian Hamilton, Councillor  
 Maelyn Hurley, Director  
 Kory Morabito, Director  
 Thomas Trist, Director

GUEST:

LOCATION/TIME: 5:30pm – 7:30pm -- Join Zoom Meeting

<https://us02web.zoom.us/j/86502356024?pwd=MnpBRGh3ajg4OUZuVFVzMWxRZHBGUT09>

Meeting ID: 865 0235 6024

Passcode: WDBIA

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest 5:32pm No disclosures of interest	
2.0	Approval of Agenda  Motion: 2020-65 Moved by: S. Cooper-Rochon    Seconded by: J. Murray	Carried
3.0	Approval of Minutes – November 3, 2020– <i>sent electronically</i>  Motion: 2020-66 Moved by: L. Northway                      Seconded by: J. Murray	Carried
4.0	Business Arising from Past Minutes	

Item	Description	Action
5.0	<b>Reports</b>	
5.1	<p><b>Chair's Report – Jim</b></p> <p>1. Remarks on 2020 2. 2020 Bonuses Discussion of budget remaining from Joshua's unpaid wages to use towards this year's bonuses.</p> <p style="padding-left: 40px;">a. Lynn Gray i. Increase Lynn's bonus from \$1000 previously to \$1200</p> <p>Motion: 2020-67 Moved by: J. Calonego                      Seconded by: P. White</p> <p style="padding-left: 40px;">b. Kara Pratt i. Increase Kara's bonus from \$1000 previously to \$2500</p> <p>Motion: 2020-68 Moved by: P. White                      Seconded by: J. Calonego</p>	<p>Carried</p> <p>Carried</p>
5.2	<p><b>Finance Committee</b></p> <p>1. October 2020 Financials (attached) 2. Funding - Requests for Sponsorships a. Sociable i. \$100 BIA Bucks for 2021 scavenger hunt</p> <p>Motion: 2020-69 Moved by: L. Northway                      Seconded by: S. Cooper-Rochon</p> <p style="padding-left: 40px;">b. ACME i. Purchase \$5000 worth of Gift Certificates ii. Receive \$1,000 worth of Gift Certificates as a sponsorship iii. Possibility to purchase \$1,000 additional Gift Certificates</p> <p>Motion: 2020-70 Moved by: S. Cooper-Rochon                      Seconded by: P. White</p>	<p>Carried</p> <p>Carried</p>
5.3	<p><b>Infrastructure/Beautification Committee – Suzan</b></p> <p>Had the opportunity to meet with Guy Walter regarding the downtown infrastructure renewal happening, many opportunities and will be exciting to see what happens.</p>	Update
5.4	<p><b>Governance Committee – Peter</b></p> <p>Review additional policies in 2021, early in the year.</p>	Update

Item	Description	Action
5.5	<p><b>Marketing, Events &amp; Promotion Committee</b></p> <p>1. Marketing Update</p> <ul style="list-style-type: none"> <li>a. Christmas/Holiday update <ul style="list-style-type: none"> <li>i. Launch of the Holiday Campaign</li> <li>ii. 12 Days of Christmas Giveaway beginning December 7</li> <li>iii. Shop Local Saturdays - Kara to post on social media</li> <li>iv. Tree in Connaught Square has been lit</li> </ul> </li> <li>b. "Parade" of Lights - Update <ul style="list-style-type: none"> <li>i. Window Wonderland being installed this week</li> <li>ii. Lack of sponsorships/decorators</li> </ul> </li> <li>c. New Branding - Update <ul style="list-style-type: none"> <li>i. Seen on the Walleye, LED Board, as well as ads with CKPR</li> </ul> </li> </ul>	<p>Update</p> <p>Update</p> <p>Update</p>
5.6	<p><b>Membership Services Committee – To Be Filled</b></p>	
5.7	<p><b>Safety &amp; Security – Peter</b></p> <ul style="list-style-type: none"> <li>1. Provided locations for 4 potential camera locations</li> <li>2. Will work with Lee-Ann Chevrette &amp; police on initiatives into 2021 <ul style="list-style-type: none"> <li>i. Bring ideas or feedback to Kara or Peter to bring forward</li> </ul> </li> <li>3. SOS Program is back up and running. Kara to update members and provide contact information for the initiative.</li> </ul>	<p>Information</p> <p>Action Item</p>
5.8	<p><b>Parking Authority Board Update – Kara</b></p> <p>One week of free parking granted but not two. Eric from CEDC to talk to Administration to see if we can have two weeks of free parking for the holidays.</p> <p>Attached e-mail from J. Murray – proposal to free up on street parking by downtown staff by having a reduction in parkade costs for Waterfront District employees. To gauge interest from board and Waterfront District businesses.</p>	<p>Update</p> <p>Action Item</p>
5.10	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>1. Board Meeting Schedule – Keep first Tuesday or, move to second Tuesday of the Month? <ul style="list-style-type: none"> <li>o January 12, 2021</li> <li>o Kara to approach members privately to gauge interest in moving board meetings to the second Tuesday of the month or to keep on first Tuesday of the month (identify conflicts of interests, other commitment constraints)</li> </ul> </li> <li>2. Guidelines to be created for: <ul style="list-style-type: none"> <li>a. Committee Meetings &amp; Reports at Board Meetings</li> </ul> </li> </ul>	<p>Action Item</p>
6.0	<p><b>Correspondence – n/a</b></p>	

Item	Description	Action
7.0	New Business -- n/a	
8.0	<p>Next Meeting – January 12, 2021  Adjournment 6:19pm</p> <p>Motion: 2020-71  Moved by: S. Cooper                      Seconded by: A. Foulds</p>	Carried